



REPLY TO
ATTENTION OF

DEPARTMENT OF DEFENSE
UNITED STATES SOUTHERN COMMAND
3511 NW 91ST AVENUE
MIAMI, FL 33172-1217

SOUTHCOM Regulation 140-1

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Effective Upon Receipt

Reserve Personnel

ADMINISTRATION OF RESERVE COMPONENT PERSONNEL

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1. Purpose. This regulation establishes policy, guidelines, and procedures for the effective management, training, and administration of reserve component personnel assigned/attached to Headquarters, United States Southern Command (HQ USSOUTHCOM).

2. Applicability.

This regulation applies to individual and unit selected reserve (SELRES) members of the Army, Navy, Marine Corps, and Air Force Reserve or Army National Guard or Air National Guard, who are assigned/attached on official orders to HQ USSOUTHCOM regardless of their duty status. This regulation does not apply to full time support members of the Army, Army National Guard, Navy, Marine Corps or Air Force Reserve (i.e., Active Guard and Reserves (AGRs), Training and Administration of Reserves (TARs), Active Reserves (ARs), and Air Force Statutory Tour personnel).

3. References. See appendix A

4. Policy.

a. USSOUTHCOM is an integrated "Total Force" command. Total force management of reserve component assets is imperative to overall mission readiness. Integration of assigned reserve component personnel with the active force is critical to accomplishing USSOUTHCOM's mission. Proper training and administration are essential to obtain maximum benefit from scarce manpower and to enhance the readiness of this command.

b. This regulation confirms and sets forth responsibilities governing the acquisition, assignment, and administration of reserve component personnel.

5. General Information.

a. USSOUTHCOM Director for Reserve Affairs (SCRA) is responsible for overall management and administration of the HQ USSOUTHCOM Reserve Component Program. SCRA is the single USSOUTHCOM staff voice to Service component reserve personnel centers, and acts on behalf of USCINCSO regarding all reserve personnel management policies for assigned officer and enlisted members.

b. SCRA delegates authority to directors and chiefs of special staff sections for the management of reserve component personnel. Total force management integrates assigned reserve component personnel into each directorate following the same procedures that are used for active duty personnel. Training, administrative, and logistic procedures established for active duty personnel will be identical for each reserve component member.

c. Each directorate will assign two permanently assigned personnel to serve as primary and alternate reserve coordinators. These reserve coordinators will be the single points of contact for each directorate and will work as a team for assigned reserve component personnel. Directorate

provide guidance to supervisors and sponsors of assigned reserve personnel.

- d. Director, Reserve Affairs (SCRA) monitors procedures contained in this instruction.

6. Manpower.

a. Joint Table of Mobilization (JTMD)

(1) The JTMD is the primary manning document for reserve component assignments and reflects requirements in support of USSOUTHCOM operational plans. The qualifications for JTMD billets (e.g., grade, service, skill, and security clearance) reflect duties the reservist will perform when mobilized or recalled to active duty.

(2) SCJ1 is the point of contact for maintenance of the JTMD. Directorates and staff activities in coordination with SCRA, will identify JTMD adjustments of reserve billets prior to submission to SCJ1 for review and documentation.

(3) Each Service generates a manning document from the JTMD, which initiates the assignment process that the SCRA monitors. In some cases, additional billets from the Services are offered requiring reconciliation within SCRA and SCJ1.

(4) Each Individual Mobilization Augmentation (IMA), Joint Reserve Unit (JRU), and Selected Reserve (SELRES) member is filling a mobilization line number assigned to HQ USSOUTHCOM. Accordingly, emphasis on quality training aimed at preparing the individual in the assigned billet is vital to the success of the mobilization effort. Directorates must prepare adequate training plans that will utilize the reserve member in the most effective manner. Reservists assigned to billets in the JTMD are members of the HQ USSOUTHCOM team and will be appropriately integrated and trained.

b. Assignments

(1) The reserve personnel centers for the respective Services initiate recruiting action for JTMD billets assignments. Army IMA and Drilling Individual Mobilization (DIMA) personnel will be assigned to USSOUTHCOM following coordination and concurrence by their respective Directorate. The Air Force requires application packages and approves or denies the assignment request. Marine Corps IMA assignments will be coordinated via SCRA and the directorate in which the individual will be assigned prior to the Marine Corps assigning the individual to a USSOUTHCOM IMA line number.

(2) SCRA will monitor the manning of funded billets for each Service. Additionally, SCRA coordinates with Service reserve personnel centers to identify a qualified reservist for each authorized billet. For Air Force assignments, SCRA will forward individual packages to the appropriate directorate for coordination. The directorate will have the final approving authority for selection of Air Force IMA nominees. Ten working days are allotted for screening Air Force application packages. If no response is received in ten days, HQ USSOUTHCOM/SCRA will make the assignment based on best-qualified criteria. Marine Corps IMA applications will also be forwarded to the appropriate directorate for recommendation prior to assignment.

(3) Once the assignment process of a RC member is completed, SCRA will forward a welcome package to the individual. The member will then be referred to the reserve coordinator within the USSOUTHCOM directorate for coordinating annual training (AT) and inactive duty for training (IDT). The reserve coordinator will assist the reservist in making billeting reservations, coordinating initial security in-processing, and scheduling computer training courses, and will escort the reservist from the Service element to the respective supervisor. For Marine Corps IMAs, SCRA will coordinate IDT, billeting, and security in-processing. Requests for billeting must be submitted to SCRA for Marine IMAs at least one week prior to the IMA's first IDT period.

(4) After assignment to a USSOUTHCOM billet, the member may initiate voluntary transfer from the command. SCRA may initiate involuntary transfer for non-performance, physical readiness, or other disciplinary and administrative reasons in conjunction with the directorates and in accordance with Service regulations.

7. Administration.

a. Orientation

(1) SCRA will mail a welcome package to newly assigned IMA, IRR, JRU, and SELRES personnel upon initial assignment. The welcome package provides basic information the RC member needs to know prior to his/her tour.

(2) Upon receipt of the aforementioned material, the individual reservist will initiate contact with his/her assigned supervisor. Reservists can reach their supervisor toll-free by calling 1-888-547-4025 and the proper extension: Air Force ext 2375; Army ext 1252; Marines ext 1262; Navy ext 1261. Supervisors will convey any pertinent information concerning the gaining command or the work assignment to the newly assigned member. Establishing a meaningful supervisor/reservist dialogue as early in the cycle as possible is vital to ensure a reservist's active duty is productive and rewarding for both parties.

b. Security Clearance

(1) Prior to arrival at the command for any training or tour, security clearances must be obtained. The reserve component member will complete the security clearance information sheet and forward it to the Special Security Officer (SSO). The welcome package includes guidelines concerning clearance processing.

(2) As a follow-on action, reserve coordinators shall verify with the Security Operations Office existing clearance information and ensure the clearance is activated 30 days prior to any active duty tour.

c. Reserve Component Personnel on the Manpower Database

(1) SCRA will maintain the RC portion of the USSOUTHCOM Theater Enterprise Management System (STEMS) personnel database. The database is billet-driven and reflects personnel assigned by paragraph and line number. SCRA will update the database with gains and losses and ensure personnel data is current. Additionally, SCRA and Directors will direct specific attention to recording emergency recall information, rank and specialty codes, and Navy Enlisted Classification (NEC) codes.

(2) SCRA is the only directorate authorized to change RC information in the database. During routine administrative processing of assigned reservists, the personnel Service elements may identify required changes to the database.

(3) Directorates, Naval reserve detachments, IMA detachments, JRU and MTU officers will submit unit recall rosters to the SCRA monthly. This information will facilitate the validation of the reserve personnel database.

8. Annual Training (AT).

a. Army IMAs who are assigned to the command must forward a DA Form 1058 to their appropriate directorate POC for approval and processing. Marine IMA requests are forwarded to SCRA at least 45 days prior to the start of the AT period. Air Force reserve members must use the Web Orders Transaction System (WOTS) when requesting their AT orders.

b. Air Force, Navy, and Army DIMA's, IMA, JRU, and SELRES members will coordinate and schedule their AT with their Directorate reserve coordinator and complete the AT application form. Service components require AT application forms be forwarded sixty days prior to AT start date to initiate orders processing. To facilitate these requirements, the form must be forwarded to SCRA a minimum of 60 days prior to starting annual training. If a directorate requires assistance in an emergency or contingency situation, SCRA will coordinate with the directorate and the Services to expedite the process of bringing reserve members on orders.

c. Upon receipt of the AT application form from the member, SCRA will coordinate with the appropriate reserve coordinator to verify training dates. The reserve coordinator will confirm annual training dates with the supervisor. The supervisor will ensure a proper training plan is prepared prior to the member reporting for duty. The supervisor will confirm or request modification of the training dates with SCRA and the directorate reserve coordinator.

d. The reserve coordinator will properly endorse and approve the reserve AT request form.

e. Upon receipt of the Service specific reserve AT request form, SCRA will endorse the AT application form and forward it to the appropriate reserve personnel center for processing.

9. Individual Training Plans.

a. SCRA will coordinate with each directorate reserve coordinator to ensure individual training plans have been developed for each billet in the JTMD. Job descriptions and training objectives will be outlined in a training file maintained by SCRA. Reservists will be responsible for availing themselves of all mandatory training and ensuring their attendance is recorded on appropriate documents and forwarded through the reserve coordinator for their directorate to the SCRA.

b. Reserve members will train in their mobilization assignment. Participation in other USSOUTHCOM projects (conferences, joint exercise control groups, etc.) is authorized depending on funding availability. **However, annual training will be completed in the reserve member's assigned JTMD billet.** AT assignments in some appropriate duty other than the JTMD billet is permitted only when service regulations or the requirements of the parent directorate dictate.

c. SCRA service representatives are responsible for coordinating requests for school quotas through their respective services. Coordination includes Professional Military Education (PME) school quotas.

10. Processing Reserve Component Personnel.

a. Reservists assigned or attached to USSOUTHCOM with duty at HQ USSOUTHCOM, Miami, FL, will report to SCRA to in and out process. Individual reserve members will report for standard administrative processing upon assignment to or detachment from a JTMD billet. Arrival and departure procedures will be executed each active duty period.

b. SCRA, when applicable, will verify recall information, update emergency data and dependent information, complete financial endorsements (to complete travel pay), monitor pay, sign an employer declaration form, initiate performance evaluations as required, and conduct physical readiness tests as required.

c. Requirements for performance evaluations parallel procedures for active duty counterparts. Required evaluations and performance reports will be initiated by SCRA and forwarded to the directorate coordinator who will forward them to the reserve member's supervisor for completion. When reports are required, supervisors must submit endorsed performance evaluations to SCRA prior to the reserve member's departure from USSOUTHCOM. Prior to departing, Air Force members will provide evaluation "bullet statements" to their supervisors and a copy to SCRA.

d. When applicable, SCRA will monitor promotion boards and complete promotion recommendation forms and any other promotion packages as required by the Service.

e. All reserve members assigned or attached to the command must conform to service physical readiness standards and participate in the weekly staff run. In the case of Navy personnel, the annual physical readiness test must be completed and current prior to reporting for active duty. Army personnel requiring administration of the physical readiness test will perform the test semiannually under the supervision of SCRA. Marine Corps IMAs will conduct a physical fitness test annually coordinated through SCRA.

f. Outstanding performance and noteworthy accomplishments of assigned IMA, DIMA, TPU, and SELRES members should be recognized. Supervisors should submit decoration recommendations to the Director for Manpower, Personnel and Administration (SCJ1) for processing, exactly as they would for active duty personnel.

11. Additional Reserve Component Support. Directors/Office Chiefs and Subordinate Commanders must project requirements for exercise support, mission support, and relief of PERSTEMPO/OPSTEMPO on an annual basis.

a. Interim Reserve Support.

(1) In addition to JTMD billets, separate funding is provided by each service at the beginning of each fiscal year, under programs listed below, to support interim reserve requirements.

(a) Air Force: Military Personnel Appropriation (MPA) days and Reserve Personnel Appropriation (RPA) days.

(b) Navy: Active Duty for Special Work (ADSW) days and Active Duty for Training (ADT) days.

(c) Marine Corps: Marine ADSW days.

(d) Army: Temporary Tour of Active Duty (TTAD) days, Active Duty for Training (ADT) and ADSW days.

(e) Traditional CINC Activities (TCA) receives separate funded MILPERS from all services for the implementation of the TCA program. These allocations are requested and separately managed by the TCA program manager.

(2) Requests for interim reserve support must be identified to SCRA by March of each year for resource consideration. Each request must identify service, pay grade, and number of days per tour for required reservist. SCRA will consolidate all requirements and forward to SCJ1 for review and recommendations to the Reserve Component Requirements Validation Board (RVB). A Reserve Component RVB is conducted prior to the beginning of each FY to validate and prioritize Reserve Component requests for the Board of Directors (BOD) approval. SCRA will coordinate Reserve Component sourcing of the BOD approved prioritized Reserve Component requirements.

b. Out-of-Cycle Reserve Support.

Requests for out-of-cycle requirements will be submitted to SCRA for BOD approval.

12. Exercise Support.

a. Exercise support encompasses a total force effort. Extensive coordination and liaison throughout USSOUTHCOM with the Operations Directorate (SCJ34) exercise officer facilitates reserve component augmentation.

b. The exercise officer will submit a matrix of required reserve component support to SCRA in March with all other reserve requirements. Directorates requesting additional reserve component support for exercises must identify their requirements to the exercise officer prior to approval of final planning (usually 60 days prior to the start of the exercise).

c. Directorates are encouraged to maximize reserve component support during planned exercises. Requirements for this support will be identified and coordinated with the exercise officer and SCRA, at a minimum of 60 days prior to the exercise, to effectively utilize RC support.

d. SCRA will initiate action to advertise the reserve personnel requirements for exercise support. "By-name requests" from directorates will be considered.

15 January 2001


SC Regulation 140-1

The proponent of this regulation is the U.S. Southern Command. Users are invited to send comments and suggested improvements directly to:
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APPENDIX A

References:

- 1.) DoD Directive 1215.6, *Uniform Reserve Training and Retirement Categories*, ASD (RA)
- 2.) DoD Directive 1235.10, *Activation, Mobilization, and Demobilization of the Ready Reserve*, ASD (RA)
- 3.) DoD Directive 1235.11, *Management of Individual Mobilization Augmentees (IMA)*, ASD (RA)
- 4.) DoD Instruction 7730.54, *Reserve Components Common Personnel Data System*, ASD (RA)
- 5.) Army Regulation Update relating to *Reserve Components Personnel*, Issue Number 23
- 6.) ARPERCEN Pamphlet 140-145, *Individual Mobilization Augmentation (IMA) Handbook*
- 7.) BUPERS Instruction 1001.39 (Series), *Administrative Procedures for Naval Reservists on Inactive Duty*
- 8.) SECNAV Instruction 1001.37 (Series), *Department of the Navy Selected Reserve Policy*
- 9.) MCO P1001R.1H, HQ U.S. Marine Corps(RAP), *Marine Corps Reserve Administrative Management Manual (MCRAMM)*
- 10.) MCO 1001R.56A, *Active Duty for Special Work (ADSW) in Support of the Reserve Component (RC) Program (ADSW-RC)*
- 11.) MCO 1001R.57, *Individual Mobilization Augmentee (IMA) Program*
- 12.) MCRSCINST 1001r.4, *IMA Det Administrative Management*
- 13.) Marine Corps Reserve Support Command *Marine Corps Reserve Guidebook*, USGPO 1977- 556-685
- 14.) USAF Publication, *Individual Reserve Guide*, Individual Mobilization Augmentee Management, HQ Air Reserve Personnel Center, 6760 East Irvington Place, Denver, CO 80280
- 15.) AFI 36-2629, *Individual Mobilization Augmentee Management*
- 16.) AFI 36-2115, *Assignments with the Reserve Components*

- 17.) AFI 36-2619, *Military Performed Appropriation (MPA) Manday Program*
- 18.) AFI 36-8001, *Reserve Personnel Participation and Training Procedures*
- 19.) AFI 36-8002, *Telecommunicating Guidelines for Air Force Reservists and Their Supervisors*
- 20.) AFI 36-2629, *Individual Mobilization Augmentee Management*
- 21.) AFI 36-2402, *Officer Evaluation System*
- 22.) AFI 36-2403, *Enlisted Evaluation System*
- 23.) AFI 36-2401, *Correcting Officer and Enlisted Evaluation Reports*
- 24.) AFI 36-36-2504, *Officer Promotion, Confirmation & Selective Early Removal in the Reserve of the Air Force*
- 25.) AFI 36-2404, *Guide to the USAF Officer Evaluation System*
- 26.) AFI 36-2903, *Dress & Personal Appearance of the Air Force Personnel*
- 27.) AFM 36-2105, *Officer Classification*
- 28.) AFM 36-2108, *Airman Classification*
- 29.) AFCAT 36-2223, *USAF Formal Schools*
- 30.) BUPERSINST 1610.10, *Navy Performance Evaluation and Counseling System*
- 31.) BUPERSINST 1001.39C, *Administrative Procedures for Naval Reservists on Inactive Duty*
- 32.) OPNAVINST 6110.1D, *Physical Readiness Program*

APPENDIX B

Acronyms and Definitions

AC - Active Component - Referring to the active Army, Air Force, Navy, or Marine Corps.

AD - Active Duty - A broad term referring to a period of active duty. All active duty periods include weekends/holidays.

ADSW - Active Duty Special Work - A period of active duty, other than Annual Training, normally related to periods of 30-179 days in support of active or reserve missions. Service rules vary as to use, but these tours are normally RPA funded, when associated with missions that are Reserve related, and MPA funded for staff support. Service rules vary for approval of waiver provisions and tour extensions.

ADT - Active Duty for Training - A period of active duty, other than Annual Training, normally related to schooling or maintenance of proficiency skills in a mobilization billet. Normally associated with RPA funding. Service rules vary for approval of waiver provisions and tour extensions.

AGR - Active Guard and Reserve - Full time reservists ordered to AD, or full time National Guard member in addition to the National Guard Bureau, with the consent of the Governor to support a command or unit. This category includes Navy TARs, Marine Corps ARs, Coast Guard RPAs, Air Force Statutory Tour personnel.

ANG - Air National Guard - The 54 state and territory air militia. Members may be federalized, mobilized or placed on active duty.

AR - Army Reserve - The federal reserve of the Army.

AR - Active Reserves - The Marine Corps equivalent of the AGR program.

ARNG - Army National Guard - The 54 state and territory militia. Members may be federalized for mobilization or active duty.

ASL - Active Status List - In general, reservists in the Ready Reserve or on the ASL of the Standby Reserve.

AT - Annual Training - A period of active duty normally performed in consecutive days, but may, in some cases, be fragmented into two or more segments. Service policy normally allows for paid travel only to the first segment if the AT is split. All IMA members and Naval Reservists are required to perform a minimum of 12 days of AT each year. National Guard unit members are required to perform a minimum of 15 days per year. Other Reserve unit members are required to perform 14 days per year. The training is the cornerstone for reservists to obtain

and maintain proficiency in positional duties for their mobilization assignment and provides peacetime contributory support to the AC. It is funded by Congress annually.

Aug Det - Augmentation Detachment - A unit which augments a command. Navy reservists in support of a command are formed into Aug Dets. They are unit members.

DCINC-M&RA - The Deputy Commander-in-Chief, Mobilization and Reserve Affairs.

DIMA - Drilling IMA - Used by the USAR in reference to individual reservists assigned a mobilization position at a major command or joint command. These billets are funded for 48 drills per year in addition to their Annual Tour.

Discharge - No military status - A reservist who has certified completion of 20 qualifying years of service may be discharged, but is still eligible to draw reserve retirement at age 60. Air Force Reserve (AFR) member is eligible, but must apply for reserve retirement at age 60.

Drills - Individual periods of IDT for points and pay or for points only. Drills are a minimum of 4 hours, with no more than 2 drills in a 24-hour period.

ESGR - Employer Support of the Guard and Reserve. A DOD agency to encourage cooperation and support of the "Citizen Soldier" which handles problems associated with conflicts between civilian employers (including government entities) and the reservists. Cases of this kind should be referred to the SCRA Directorate for assistance.

FTS - Full Time Support - Permanently assigned Active Component, Military Technicians, military (AGRs, TARs or ARs) or Civil Service Employees assigned to support AC commands or reserve units.

Full Mobilization - Action by Congress and the President to mobilize all RC units in the approved force structure. This force includes all individual reservists, retired military personnel and the resources required for their support. Reservists serve for the duration plus 6 months.

IDT - Inactive Duty for Training - A drill period of a minimum 4 hours of training that can be performed monthly or sequentially. The reservist may be authorized to perform either 24 or 48 drills/year, dependent on service funding. Training may occur on either weekdays or weekends, dependent on mission requirements. Standards for the administration of IDT periods are service dependent, equivalent to "Drill".

IMA - Individual Mobilization Augmentee - Applies to Army, Air Force, and Marine Corps Reserves only. May include a reservist who trains for 12 days per year (AT); 24 days per year (12 days AT + 12 days IDT); or 36 days per year (12 days AT + 24 days of IDT). IMAs are considered essential mobilization assets with a high state of readiness. They train to augment the command's staff in the event of mobilization or in a Presidential Selective Reserve Call-Up

(PSRC).

ING - Individual National Guard - The National Guard equivalent of the IRR.

IRR - Individual Ready Reserve - In general, reservists who are part of the Ready Reserve, but not a part of the SELRES. They are considered to be national mobilization assets with a longer preparation time required for mobilization.

JTMD - Joint Table of Mobilization Distribution - The reserve manning authorization document.

JRU - Joint Reserve Unit - An Army Reserve unit, which supports HQ SOUTHCOM.

MANDAYS - (See workdays)

Mobilization - Assembling and organizing national resources to bring the Armed Forces to a state of readiness for war or other emergencies to support national objectives.

MPA - Military Personnel Appropriation - Funding associated with TTAD or ADSW training, which may be used to meet the short-term needs of the active component (AC).

MTU - Mobilization Training Unit - Marine Corps training unit for points only.

Partial Mobilization - An expansion of the active Forces by Congress (up to Full Mobilization) or by the President (not more than 1,000,000 for up to 24 months) and the resources needed for their support to meet the requirements of a war or other national emergency involving an external threat to national security.

PSRC - Presidential Selected Reserve Call-Up - An involuntary mobilization of up to 200,000 members from all services for up to 279 days. Although congressional approval is not required for this call-up, Congress is normally consulted to ensure continued funding of operations.

Qualifying Year - Sometimes called a "good year." A year in which the reservist completes at least 50 credited points for IDTs, Annual Tours, and other AD. When reservists complete 20 qualifying years, they are eligible for retirement at age 60. If a reservist chooses to remain in the Ready Reserve after 20 years, they must continue to earn 50 points per year, or risk being discharged.

RC - Reserve Component - Refers to the Army National Guard, Air National Guard or to the Army/Air Force/Navy/Marine Corps Reserve.

RPA - Reserve Personnel Appropriation - Funding normally associated with AT, ADSW or ADT training designed to meet the reserve support needs of both the RC and the AC. The Navy uses the term RPN and the Marine Corps uses RPMC to refer to this term.

RTU - Reserve Training Unit - An Army organized unit formed to provide members with points only during IDTs. (SOUTHCOM has such a unit - the 1013th RTU). Navy has similar units, called Voluntary Training Units (VTUs).

Ready Reserve - The SELRES and the IRR combined. Members are considered mobilization assets and maintain eligibility for promotion IAW current statutes (Titles 10 and 32). Members normally stay in the Ready Reserve until they voluntarily move to the Retired Reserve or are discharged. The normal age limit for the Ready Reserve is 60, with exceptions granted for warrant officers, certain Medical Corps specialties and chaplains.

Retired Reserve - In general, reservists who have been removed from the ASL, but have not reached age 60. Retired reservists may voluntarily train to earn points or pay, and are subject to recall, but are not a member of the Ready Reserve. Retired Reserve is a voluntary category. Reserve members must apply for retirement since it is not automatic.

Retirement Points - A point is given for each completed IDT period. Each member of the SELRES must earn 50 points as a minimum/year to have a good year. A maximum of 75 IDT points is authorized per year on points earned. All Reservists can earn points by completing correspondence courses, attending seminars or by training in RTUs or VTUs.

SCRA - USSOUTHCOM Reserve Affairs - The Special Staff which provides umbrella administrative support to reservists and to USSOUTHCOM and its subordinate commands and personnel.

Selective Mobilization - The broad term encompassing PSRC, partial mobilizations, or selected call-ups of reservists.

SELRES - Selected Reserve - Reservists who belong to either the IMA program or to the unit program.

Standby Reserve - Personnel who maintain military affiliation who are not a part of the Ready Reserve. Members of the Standby Reserve may fall into 2 categories: those on the Active Status List and those on the Inactive Status List. The Inactive Status List may not participate for points, pay, or promotion, and includes key and essential government employees. General and flag officers are placed in the Standby Reserve (Active List) when not in a SELRES position.

TAR - Training and Administration of Reserves - The Navy Reserve equivalent of the AGR program.

Total Mobilization - Expansion of the active forces beyond existing force structure to meet wartime or other national emergencies.

Tour of Duty - A period of 30-179 days of ADT, ADSW or TTAD type. Tours in excess of 179 days in the same fiscal year require waiver authority according to service rules. Air Force

requires a waiver from HQ United States Air Force, Personnel Resources Division, HQ USAF/DPRR for MPA tours in excess of 139 days. The waiver approval authority for RPA tours in excess of 139 days is controlled by HQ Air Reserve Personnel Center, Individual Reserve Liaison Division, HQ ARPC/DPST. Requests for waivers must be processed through

SCRA. Air Force reservists may **not** exceed 179 days for a tour in the same fiscal year using identical funding sources (RPA or MPA).

TTAD - Temporary Tour of Active Duty - An Army Reserve or Army National Guard tour of training of 30 or more consecutive days. All TTAD training includes weekends/holidays. TTAD is always given in days and may be sub-grouped into operational or administrative missions. TTAD is intended to meet the short-term needs of the AC, and at USSOUTHCOM is most commonly used for TCA or counterdrug missions. USAR soldiers may only be ordered to a hostile zone or imminent danger zone under TTAD or PSRC orders.

USCINCSO - Commander in Chief, United States Southern Command.

VTU - Voluntary Training Unit - The Navy Reserves' equivalent of the Army RTU.

WORKDAYS - Also referred to as mandays. A block of days authorized to a command by a service and allocated on a prioritized requirement basis.

For additional detail, refer to:

DOD Instruction 1215.19 dated 14 Mar 97.

Joint Pub 1-0